



**DEPARTMENT OF ENVIRONMENTAL SERVICES
WETLANDS BUREAU**

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Shoreland Zone Worksheet*

Supplemental Information Required with Certain DES Permit Applications for Projects Located within the Protected Shoreland RSA 483-B (CSPA)

The CSPA applies to all land within 250' of waters listed in the *Official List of Public Waters* and 4th fourth order (and larger) streams/rivers (except the Saco and Pemigewasset Rivers). Projects and activities located in the Protected Shoreland are subject to Minimum Shoreland Protection Standards as set forth in the CSPA (RSA 483-B:9).

Administrative Rules Env-WS 1409 requires applicants for certain DES permits (Wetland, Subsurface, Alteration of Terrain, or any activity listed in RSA 483-B:9 II-IV-d) to provide supplemental information for projects that occur within the Protected Shoreland. Projects that occur completely within public waters (e.g., docks) that do not involve any work in or on the bank of the waterbody are not required to provide supplemental information. Projects applying to replace a failed septic system may request a waiver of Env-Ws 1409.03 (a) (basal area).

If more than one DES permit is required for the project, the applications must be submitted concurrently. The supplemental information must be provided with at least one of the DES applications and a notation made on the other applications indicating which application contains the supplemental information. For example, if you are applying for a Subsurface approval and a wetland approval the two applications should be submitted at the same time (the wetland application to the Wetlands Bureau and the septic application to the Subsurface Bureau). The supplemental shoreland information should be submitted with one of the applications and a notation made, or copy of this form submitted, with the other application. (An easy alternative would be to simply submit a completed original or copy of this form with all applications.)

You can meet the requirement to provide supplemental information by completing the "Shoreland Questionnaire Section" and by submitting all of the items listed in the "Check List" of this form. To meet Env-Ws 1409, each item must be submitted or answered.

*This form is a worksheet designed to help organize the information required by Env-Ws 1409. The form itself is not required although the information contained on the form is required for projects within the shoreland zone. Failure to provide all of the information by Env-Ws 1409 may delay the review of your project.

Shoreland Questionnaire Section

Please answer the following questions. You may use this sheet or provide the answers to all of the questions on the plans:

1. Will the project, or any part of the project, occur with the protected shoreland? ☐ Yes ☐ No
(see definition of "Project" on page 3)

If the answer to this question is no, supplemental information is not required.

2. Are other federal, state, or local permits or approvals required for the proposed project?

Please list all other permits required.

- ☐ DES Subsurface (including subdivision)
☐ DES Wetland
☐ DES Alteration of Terrain

- ☐ Local Building Permit
☐ Other (Explain) _____

3. If there are any permits required in addition to those from DES (e.g., local building permit) has the permit(s) been applied for? ☐ Yes ☐ No

If so, has a decision been made (approved or denied)?

4. In addition to the subject application, within the next five years, will there be any other projects within the protected shoreland? ☐ Yes ☐ No

5. If the answer to Question #4 is, yes, please check any that apply.

- ☐ Construction of a primary structure
☐ Construction or repair of a retaining wall
☐ Construction or replacement of a septic system
☐ Construction of a road
☐ Installation of a pool, tennis court

- ☐ Construction of any other accessory structure
☐ Repair of a boathouse
☐ Construction of a driveway
☐ Other _____

If you checked any boxes above, please provide a further description of the project on the Plans. The project should be shown as a future project in a manner that is either labeled or depicted with hatching or shading with a corresponding legend.

6. Is the proposed project for a residential or commercial use? ☐ Residential ☐ Commercial

If the project is for construction or expansion of salt storage, automobile junk yards, solid or hazardous waste facilities, the project is prohibited (RSA 483-B:9, II).

If the project is for a public water supply facility, hydro electric facility, or utility line, permit approvals from the appropriate agency should be listed under question #2.

7. If more than one application is being submitted, please check the box that applies:

- ☐ This form and a full set of plans has been submitted with each application.
- ☐ This form has been submitted with each application. The plans with the tree distribution and existing structure information is attached to:
- ☐ Wetland application ☐ Subsurface application ☐ Alteration of Terrain Application

Check List

Items to Submit with Your Application for a DES Permit

The following items must be submitted with applications for Wetland, Subsurface or Alteration of Terrain permits. The information may be in the form of attached plans, in sufficient detail, to allow the department to determine whether the requirements of RSA 483-B:9 have been met.

- ☐ The number, location, basal area and distribution of trees existing within the natural woodland buffer on the property prior to the proposed project. Photographic documentation must also be included.
- ☐ Whether any of the trees identified are dead, diseased, or otherwise unsafe and, if otherwise unsafe, the basis for the determination. (submit labeled photos with the basis for determination.)
- ☐ The size and placement of all primary, accessory, and water dependent structures planned as part of the project.

Definitions

Accessory Structure – A structure on the same lot and customarily incidental and subordinate to the primary structure, or a use, including but not limited to paths, driveways, patios, any other improved surface, pump houses, gazebos, woodsheds, garages, or other outbuildings. Septic systems are also accessory structures.

Natural Woodland Buffer – An area extending 150 feet landward of the reference line in which a healthy, well distributed stand of trees, shrubs, understory vegetation and undamaged root systems must be maintained. Not more than 50% of the basal area of trees and a maximum of 50% of the total number of saplings shall be removed for any purpose in a 20 year period. For calculation purposes, building construction envelopes are not part of the natural woodland buffer.

Project – The full scope of development activities that are proposed to take place on a parcel of property with 5 five years of the application date. Examples of projects include, but are not limited to:

- Construction of primary structures, accessory structures, garages, retaining walls, boathouses, septic systems, patios, driveways;
- Road Construction
- Removal of vegetation (except the removal of dead, diseased, unsafe trees)
- Sub-division of property

Primary Structure A structure that is central to the fundamental use of the property and is not accessory to the use of another structure on the same premises.

Additional Guidance

Basal area (BA) is the area of the tree taken at a height of 4½ feet from the ground. Basal area is expressed in square feet. (To visualize this, imagine cutting the tree at 4½ feet. The cross section of the top of the stump, would be the basal area.). BA measurements are taken from a point on the tree 4½ feet from the ground. (this is commonly referred to as diameter at breast height or “**DBH**”). If your tree is on a slope, take the measurement from the high side of the slope.

Measurements can be made with simple measuring tapes.

Using a simple measuring tape:

Determine the Circumference (“C”) of the tree at 4½ feet from the ground (wrap the tape around the tree at a point 4 ½ feet from the ground).

Calculate: $BA = C \times C \times 0.07958$. For example, a tree having a circumference of 36” has a

BA of $36'' \times 36'' \times 0.07958 = 103''^2$. To express this in feet, divide by 144 ($103''/144 = 0.716$ sq. ft.).

Photographing the vegetation:

Photos should show the existing vegetation around the area of the proposed impact. The photos should be labeled. Below is an example of a photo. The description for the label should read: “Photo taken facing east showing the trees around existing barn, 65’ from reference line.”

